

PROCEDURE FOR COMMUNITY REINVESTMENT ACT (CRA)

1. ALL LOT SPLITS ON THE PROPERTY MUST BE COMPLETED.
2. THE PROPERTY MUST BE IN THE APPLICANT'S NAME. (YOU CAN VERIFY THIS ON THE COUNTY GIS WEBSITE).
3. APPLICANT COMPLETES THE CITY OF WILLOUGHBY HILLS CRA APPLICATION.
4. APPLICATION IS SENT TO COUNCIL FOR PREPARATION OF AN ORDINANCE. THIS IS ACCOMPANIED BY A "DRAFT CONTRACT FOR THE CRA" BY THE MAYOR, WHICH INDICATES THE TERMS OF THE AGREEMENT.
5. A LETTER TO THE SCHOOL BOARD IS ISSUED PRIOR TO COUNCIL'S MEETING TO PASS THE ORDINANCE.
6. APPLICANT MAKES APPLICATION TO DIRECTOR OF DEVELOPMENT/STATE OF OHIO, WITH A ONE-TIME STATE APPLICATION FEE OF \$750. THE DIRECTOR OF DEVELOPMENT OF THE STATE OF OH WILL ACKNOWLEDGE THAT THE DESIGNATED AREA IN SAID ORDINANCE CONTAINS THE CHARACTERISTICS SET FORTH IN SECTION 3735.66 OF THE OHIO REVISED CODE AND THAT THE CONFIRMED SAID AREA IS A COMMUNITY REINVESTMENT AREA UNDER CHAPTER 3735.
7. PUBLIC MEETING MUST BE DONE PRIOR TO LEGISLATION BEING PASSED.
8. COUNCIL PASSES ORDINANCE/APPROVES MAYOR'S "DRAFT CONTRACT FOR THE CRA". THIS SHOULD BE DONE BY THREE READINGS.